

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100130108-4  
 ADMINISTRATIVE REPORT Classification

REPORTS INVENTORY						CONTROL NO.
PREPARE IN DUPLICATE						DDS/OL/RECD-10
1. TITLE OF REPORT (if a fill-in report include Form No.)					2. TYPE OF REPORT	<input type="checkbox"/> STATISTICAL <input checked="" type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING
Safehouse Utilization						
3. FUNCTIONAL AREA	<input checked="" type="checkbox"/>	PERSONNEL		TRAINING		ADMIN. GENERAL
		LOGISTICS		SECURITY		OTHER (specify)
		MEDICAL		FINANCE		
4. NO. OF COPIES PREPARED	5. FREQUENCY (weekly, monthly, quarterly, etc.)			6. DISTRIBUTION (No. of components not number of copies)		
3	Semiannual			1		
7. FORMAT (memorandum, form computer print-out, etc)	8. ADP PROCESSING			9. DIRECTIVE AUTHORITY REQUIRING REPORT		
Memorandum	<input checked="" type="checkbox"/>	YES	IF YES GIVE ADP PROCESSING NO.		Established by Chief, RECD	
10. PREPARING COMPONENT (include lowest level contributing information to report)			11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)			
Safehouse Section of RECD			None			
12. COST FACTORS						
A. MANUAL PREPARATION AND REVIEW COSTS						
GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X TIMES PREPARED = COST PER YEAR
GS-12.3	7.28		17		123.76	2 247.52
B. COSTS OF COMPUTER PRODUCED REPORTS						
TOTAL COSTS PER YEAR						247.52
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.						
Inform Chief, RECD, and Director of Logistics of type and scope of safehouse utilization.						